

374th AIRLIFT WING

OFFICE OF THE STAFF JUDGE ADVOCATE

Office Objective

Inform commanders of Legal Assistance/Preventive Law, Military Justice, and Claim services available to them through their servicing wing legal office (JA) and to encourage them to use these services to help their units achieve the highest degree of mission effectiveness.

Our Mission

The Office of the Staff Judge Advocate is a base-level function established to provide legal services to the commanders they serve. JA assists commanders by defining wartime and peacetime legal needs, ensuring base personnel are current with base mobility requirements, performing thorough, sound and legally sufficient legal reviews covering a myriad of situations. Commanders are encouraged to use the special skills possessed with the legal office. The officers and technicians (military and civilian) are trained in virtually all aspects of the office, from justice actions, claims investigation and adjudication to preventive law and civil law. We look for competence in writing and speaking abilities and projection of a professional image. "Providing sound and timely legal advice and services to the men, women, and organizations of WESTPAC's Airlift Hub enhancing the readiness and mission capability of U.S. Forces Japan" is the key to our existence.

Commander's Responsibilities

In today's ever changing Air Force, Commander's must ensure that completing the mission and discipline are achieved simultaneously. Commander's have at their disposal, a valuable management consulting service that can assist with important tasks - the base legal office. JA can assist Commander's in helping to identify potential downfalls in discipline within an organization. It is at that point where Commanders should utilize our office to seek out "legal" options to take back the reigns of discipline and bring their unit back "on-line".

Services & Programs

JA offers a plethora of services and programs available to the members of Team Yokota. Legal Assistance is offered to all authorized personnel on a walk-in basis offered four days a week. We also offer notary service and powers-of-attorney on a daily basis during normal duty hours. In addition, during tax season, our office has an Electronic Income Tax Filing Program. During the 1996 tax season, our office serviced over 1500 individuals. Our claims services is yet another of our morale sustaining programs. Our sole purpose is to provide all members of Team Yokota with services and programs to help maintain the quality of life expected and required.

The scope of services available to you from the legal office is varied and wide-ranging. Assistance is as near as a telephone call or letter. We encourage every commander to take advantage of our services.

Excellence reminds us to perform our mission at the highest possible level. We can measure our level of excellence by how we compare with other organizations. Competing as a team makes us better at what we do. Additionally, we should strive to measure our performance against the best. If we do this, we will eventually find that others are measuring themselves against us.

The Strategic Plan is your guide to understanding the larger concept of the 374 Airlift Wing Office of the Staff Judge Advocate. This plan is a living document that evolves as the legal office continuously evaluates its role in the PACAF and Wing missions. As an important member of TEAM YOKOTA, you need to know the answers to these fundamental questions: "What we do?", "Where are we headed?" As a team we must advance on the future with the clarity of common understanding and a common set of goals.

WHAT DO WE DO? The Office of the Staff Judge Advocate does not exist for our own sake. We exist to accomplish a specific mission . . . to meet the needs of our customer. The mission statement describes our purpose.

Where Are We Headed? The vision statement is a definitive declaration by senior leadership about the desirable state of the organization three or more years in the future. The vision is based on a "most probable" scenario that makes assumptions about the trends of a changing world.

VALUES - Attitudes and behaviors have a significant impact on our ability to accomplish the mission. Understanding what our organizational values are will help us be productive members of our team. Shared values are the price we pay to be the best we can be.

The PRICE of Freedom.....

Patriotism . . . Love of country, Service before self

Respect Treat everyone with dignity; value their contributions.

Integrity Build trust through honesty.

Courage Do the right things when the outcome is uncertain.

Excellence . . . Make us the BEST!

GUIDING PRINCIPLES - These three guiding principles, human dignity; readiness; and service coupled with Quality Air Force Tenets provide the focus for mission accomplishment. They are tools that enable us to achieve our goals. Quality Air Force is not merely a management program. It is an attitude-the future way of doing business in a competitive work climate.

Human Dignity is the first guiding principle, and its first for a reason. It refers to how we take care of and value our people. It ensures everyone is treated fairly and is afforded the opportunity to reach their full potential. Human dignity is a universal principle applied to everyone. Our customers, our suppliers, our civilian community, and our families must all be treated with respect and dignity. The axiom that people are our greatest asset could not be more true. Therefore, we must take care of each other.

Readiness is directly tied to our ability to do our mission. Readiness is the reason we are here . . . it speaks to our collective ability to respond effectively and with purpose to any situation or crisis. Mission readiness guides the organization, training, and equipping of the 374th Airlift Wing Office of the Staff Judge Advocate. No matter what your role is, you should strive to be an expert while performing all duties assigned that help the team be successful!

Service-As a guiding principle, Service has three meanings: first, each of us has a commitment to serve our country and Air Force. We all took an oath

affirming a commitment to service before self. Second, we have a commitment to provide customer service. We are obligated to ascertain the needs and desires of customers and continually strive to improve the quality of the products we provide. Community service characterizes our third definition of service. In order for us to achieve our highest potential as an organization we must share a commitment to raise and uphold the highest standards in our community.